# T.C.

ISTANBUL MEDIPOL UNIVERSITY

 COLLEGE OF HEALTH SCIENCES

DEPARTMENT OF SOCIAL SERVICES

VOCATIONAL PRACTICE INSTRUCTION\*

FIRST SECTION

Aim, Scope, Base, and Definitions

Aim

**ARTICLE 1 -** (1)The aim of this instruction is to regulate the procedures and principles regarding the applications of the students of Istanbul Medipol University, College of Health Sciences, Department of Social Services, in various institutions, with the knowledge they have acquired from the theoretical courses.

# Scope

**ARTICLE 2 -** (1) This Instruction covers the areas where students and instructors studying at the Department of Social Services, College of Health Sciences, Istanbul Medipol University will practice, their duties and responsibilities there and the principles in evaluating their practices.

# Base

**ARTICLE 3** - (1) This Instruction has been prepared based on Istanbul Medipol University Associate and Undergraduate Education Regulations.

**Definitions**

**ARTICLE 4 -** (1) The definitions in this Instruction refer to;

* 1. University: Istanbul Medipol University,
1. School: College of Health Sciences,
2. Director: Director of Istanbul Medipol University College of Health Sciences,
3. Head of Department: Head of Social Service Department,
4. Application Supervisor: The instructor responsible for the professional practice course opened in the relevant Academic Year,
5. Practice Executive: The manager of the administrative or service unit in the institution where the application is made, or the person to whom the manager has delegated this task,
6. Application Area: Public or private service institutions where the application is made,
7. Implementation Unit refers to the unit where the application will be made in the institutions determined to be implemented.

# SECOND SECTION

Framework of Practice

**ARTICLE 5 -** (1) Students can perform their social servicespractices in institutions recommended by the Department Chair and deem appropriate by the Dean's Office.

1. Regarding the attendance requirement, Istanbul Medipol University Associate and Undergraduate Education Regulations and the decisions of the School Board of Directors are valid.
2. Unless students fail due to absenteeism, it is up to the department board's decision to repeat the applications of the courses they have retaken.
3. Make-up programs for students who are absent from the practices and whose excuses are accepted are arranged by the Clinical Practice Coordinator with the decision of the department board.

**ARTICLE 6-** (1) The duties and responsibilities of the student are listed below;

1. Getting the Professional Practice File for Students at the start of the application.
2. Meticulously complying with the working hours of the applied unit and signing the Student Attendance Form.
3. To act following the program prepared by the application supervisor.
4. Not leaving the application area without the permission of the application executive.
5. To make a presentation at the end of the application period regarding the units that they have applied.

**ARTICLE 7 -** (1) The duties and responsibilities of the Head of Department are listed below;

1. Notifying the Directorate of the institutions that are planned to be implemented.
2. To ensure coordination with the application areas approved by the Dean's Office and organize the protocol arrangement.
3. To designate and assign the implementation responsible.
4. To ensure the complete execution of the application.

**ARTICLE 8 -** (1) The duties and responsibilities of the implementation supervisor are listed below;

1. To make suggestions to the Head of the Department regarding the application areas and units.
2. Preparing the following forms and documents.
	1. Professional Practice Principles: This document contains information about the duties and responsibilities of students, attendance, evaluation of the practice and the principles of preparing the oral presentation of the practice.
	2. Professional Practice Guidance Form: It is a form that tests the extent to which students have acquired the knowledge and skills expected to be acquired in each of the units to be practiced.
	3. Student Evaluation Form: It is a form prepared by the application coordinator to be used to evaluate students.
	4. Student Attendance Form: It is a follow-up form prepared to cover the entire application period.
3. To prepare the student distribution list showing how long the students will practice in application areas and units.
4. To organize Practice Preparation Training at the beginning of the semester.
5. Preparing the Professional Application File for Students and distributing it to the students in the application preparation training. This file contains the following documents.
	1. Professional Practice principles
	2. Professional Practice referral form
	3. Student Distribution List
6. Preparing the Professional Practice File for Executives. This file contains the following documents.
	1. Cover letter prepared by the Head of Social Service Department
	2. Professional Practice Instruction\*
	3. Student Distribution List
	4. Student Evaluation Form
	5. Student Attendance Form
7. To organize a make-up program for students who are absent from the applications and whose excuses are accepted.
8. To determine the schedule of oral presentations that students will make about the units they practice.
9. To give students midterm and general exam grades.

**ARTICLE 9 –**(1) The duties and responsibilities of the practice executive are listed below.

1. To inform the application supervisor about how many students are allowed to practice in which units, for how long.
2. Following the attendance status of the students, filling the "Student Attendance Form" and sending it to the application manager.
3. To implement the compensation program received from the application supervisor.
4. To ensure that the application is carried out effectively by contacting the directors of the units to be implemented.
5. Filling the student evaluation form and submitting it to the application director.

# THIRD SECTION

Evaluation of the Practice

**ARTICLE 10 -** (1) Evaluation of the application is done as follows.

1. The score given in the Student Evaluation Form is taken as a basis in determining the application midterm exam grade. In cases where the department board deems it necessary, a midterm exam can be held instead of the application grade.
2. The general exam grade is determined by the oral presentation grade students will make regarding the units they practice.
3. The student may object to material errors within five weekdays after the duly announcement of the exam results.

# FOURTH SECTION

Final Provisions

**ARTICLE 11 -** (1) For matters not covered in this Instruction, the provisions of the Istanbul Medipol University Associate and Undergraduate Education Regulations are valid.

**ARTICLE 12-** (1) This Instruction is applicable from the 2016-2017 Academic Year.

**Execution**

**ARTICLE 14- (1)** The provisions of this Instruction are executed by the Director.

\*Accepted by the University Senate's decision dated 09/02/2016 and numbered 2016/04-01.